



Introduction

- This is a guide to **American Psychological Association (APA)** rules used in academic writing
- **Important:** The rules covered in this guide are accurate according to the *Publication Manual of the American Psychological Association* 6th edition

What Is APA Style?

- An *editorial style* developed by the American Psychological Association for use in the books and journals it publishes, using scholarly journal articles as its standard medium
- Other social and behavioral sciences have also adopted APA style for their own written material, including dissertations, scholarly papers, and manuscripts
- Designed to provide clarity by standardizing structure and format
- Focuses on ethical authorship and research, as well as minimizing bias in writing
- *Editorial style* refers to the rules or guidelines a publisher uses to ensure consistent presentation of written material; it includes:
 - Punctuation and abbreviations
 - Table construction
 - Heading selection

- Reference citation
- Using electronic references
- Presenting statistics

When to Use APA Style

- Used for manuscripts in the behavioral and social sciences as well as nursing and business
- The purpose of APA style is to share results with the scientific community in a concise and recognizable format
- Use APA style for papers and research that will be submitted or published in peer-reviewed scientific journals and for most coursework in the behavioral and social sciences

Scientific Writing

APA style focuses on achieving the goals of accuracy, ethics, and intellectual rights within scientific writing

Primary Publications

- Researchers should utilize *primary publications* as sources; primary publications are respected and recognized as accurate and valid due to their stringent academic standards
- Primary publications as recognized by the APA:
 - Literature reviews
 - Describe a problem, explore prior research into the problem, and situate the manuscript within the context of prior research
 - Case studies
 - Demonstrate problems, indicate solutions, and explore applications or further needed research
 - Methodological articles
 - Disclose methodological approaches
 - Theoretical articles
 - Explore existing literature and research to perpetuate theories
 - Empirical studies
 - Describe original research on a tested hypothesis that develops and investigates a problem; explores procedures and methods in the study; and describes, analyzes, and discusses the results

Other APA Standards

- Data retention and sharing
 - It is the responsibility of the researchers to give editors access to their information at any point in the publication process, even after publication
 - Authors should keep their data for at least five years after the publication date
- Plagiarism and self-plagiarism
 - **Plagiarism:** It is expected that researchers will give the proper credit for their research and not present the work of others as their own
 - **Self-Plagiarism:** Researchers should not present their own past publications as new scholarship
 - In some circumstances, if a researcher wishes to duplicate previous research in a new context, they may do so with limited scope (e.g., describing one aspect of methodology) and limit repeat words
 - If there is extensive word duplication, researchers must use an in-text citation to cite prior work
- Conflict of interest
 - It is best to note any activities or relationships that could appear to constitute a conflict of interest, even if the researcher doesn't believe such exists
- Authorship and copyright
 - All unpublished manuscripts are protected by federal statute and are copyrighted by the original author until formally transferred
 - Substantial contributions to a published work determine authorship of the work
 - Authors should be listed in order of contribution, with the principal contributor first
 - Status (i.e., department head, associate professor, graduate student) does not determine order of authorship
 - If authors contribute equally to a work, this may be listed in the author note

Manuscript Structure & Content

Journal Article Reporting Standards

- Reporting standards are not based on the topical focus; rather, they are based on the research design and implementation of the actual study
- Uniform reporting standards make research more easily generalized across fields and allows for researchers to efficiently perform meta-analysis

Manuscript Elements

- **Title**
- **Author's name (byline)**
 - Name should be listed: First (Given) Name, Middle Initial, Last Name (Surname)
EX: John H. Smith
 - Use the same form for the entirety of a career
 - Do not use titles (e.g., Professor, Dr.) or degrees (e.g., MA, PhD)
- **Institutional affiliation**
 - If no institutional affiliation exists, list city and state of residence
- **Author note**
 - **First paragraph:** Complete departmental affiliation
EX: John H. Smith, Department of Sociology, State University; Jill K. Jones, Department of Sociology, State University
 - **Second paragraph:** Affiliation changes (if any)
 - Use the format: [author] is now at [affiliation]
EX: John H. Smith is now at Department of Sociology, University of State
 - **Third paragraph**
 - Acknowledgments
EX: Grants, financial support, and thanks for personal assistance with the manuscript
 - Special circumstances
EX: Data used in a previously published report or doctoral dissertation and conflicts of interest
 - **Fourth paragraph:** Contact information; provide complete mailing address and end the paragraph with an email address and no period
EX: Correspondence concerning this article should be addressed to Robert T. Scholar, Department of Engineering, State University, Yourtown, NC 11111. Email: rtscholar@stateu.edu
- **Abstract:** A concise summary of the entire article's contents; abstracts should be:
 - Factual
 - Non-evaluative
 - Clear and concise
 - Descriptive of results and methods
 - Typically between 150 and 250 words
- **Keywords:** A list of significant words that appear in the manuscript; the list begins with *Keywords:* in italic type and is followed by a list of words separated by commas in roman type
- **Introduction:** An outline of the specific problem and the author's research strategy; introductions should:
 - Introduce the problem
 - Describe the importance of the problem
 - Detail relevance and existing scholarship
 - Assert hypothesis and research design
- **Method:** A detailed examination of how the study was conducted
 - The method section should provide conceptual and operational definitions of variables; reporting methodology should include:
 - Subsection identification

Table of Contents

- [Introduction](#)
- [What Is APA Style?](#)
- [Scientific Writing](#)
- [Manuscript Structure & Content](#)
- [Clear & Concise Writing](#)
- [The Mechanics of Style](#)
- [Visuals & Results](#)
- [Paper Format](#)
- [Sample Paper Format](#)
- [Citing Sources in the Text](#)
- [Reference List](#)
- [Sample Reference List](#)
- [Additional Information](#)

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APA guidelines

FOR STUDENTS

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 - The method section should provide conceptual and operational definitions of variables; reporting methodology should include:
 - Subsection identification
 - Sample or subject description
 - Sampling procedure
 - Intended sample size
 - Covariates and measures
 - Research design
 - Interventions (if any)
- **Results:** A summary of the data collected and the subsequent analysis of the data; results should include:
 - Recruitment dates and follow-up procedures
 - Baseline demographic or data
 - Subject/Participant flow
 - Data and statistics
 - Ancillary analysis
 - Interventions and adverse events (if any)
- **Discussion:** An analysis of the importance and meaning of the research results that also draws from other cited sources
- **Multiple experiments** (if applicable)
 - Label series as *Experiment 1*, *Experiment 2*, etc.
- **Meta-analysis:** A concise synthesis of the research
- **References**
- **Footnotes**
 - **Content footnotes:** Supplement or amplify significant information contained in the text
 - Each footnote should only state one idea
 - **Copyright permission:** Acknowledge the source of lengthy quotations, scale and test items, and figures and tables that have been reprinted or adapted
- **Appendices and supplemental materials**
 - Appendices are appropriate for brief materials that can be easily presented in standard print format, including equations and tables
 - Supplemental materials are web-based, directly downloadable materials that do not work well in standard print format



Clear & Concise Writing

Writing should be organized and structured in order to best develop the argument

Ideal manuscript length is the number of pages necessary to thoroughly communicate the research

- **Headings**
 - Show how the parts of your paper work together
 - Show how your paper is organized by indicating which parts are equally important and how each part relates to the others
 - APA utilizes five heading formats:
 - Centered, Boldface, Title-Case Heading
 - Flush Left, Boldface, Title-Case Heading
 - Indented, boldface, sentence-case paragraph heading ending with a period.
 - Indented, boldface, italicized, sentence-case paragraph heading ending with a period.
 - Indented, italicized, sentence-case paragraph heading ending with a period.
 - Using headings
 - Do not use a heading for the introduction of your paper
 - Use the same heading level for topics of equal importance
 - Be sure that each heading is followed by at least two subheadings or none at all; do not divide your topic or subtopic into a single entity
 - Do not label headings with numbers or letters, as in an outline
- **Serialiation**
 - **Paragraphs:** Itemized conclusions or procedural steps; use Arabic numerals followed by a period but not enclosed in or followed by parentheses
 - **Sentences:** Use Arabic numerals followed by a period with the first word capitalized and proper end-sentence punctuation
 - **In-Sentence Serialiation:** Use bulleted lists or lowercase letters in parentheses **EX:** The sample group had three options: (a) taking the test without studying; (b) studying for one hour then taking the test; or (c) studying overnight then waiting 24 hours to take the test.
 - Do not number lists
- **Reducing bias in language**
 - Use appropriate level of specificity
 - Be as specific as possible to aid in accuracy
 - EX:** Use a specific age range instead of generalizing over or under a certain age.
 - Do not generalize age, gender, or ethnicity
 - EX:** Using the word *man* to represent humanity is not as accurate as using the phrase *men and women*.
 - Differences of any kind should be used only when necessary
 - EX:** Do not discuss sexual identification, race, ethnicity, disability, or sexual preference unless relevant to research.
 - Be sensitive to labels
 - Avoid labeling people whenever possible
 - If you must use a label, use the one preferred by the group in question (e.g., *heterosexual males*, *Alzheimer's patients*)
 - Put the person first (e.g., *persons with diabetes*)
 - Acknowledge participation
 - Write about the people in the study in a way that acknowledges their participation (use *participants*, not *subjects*)
 - Use active voice (the children completed the tasks) instead of passive voice (the tasks were completed by the children)
- **Reducing bias by topic**
 - *Gender* is cultural and refers to one's role, not one's biological sex
 - Choose pronouns and descriptions that describe subjects or participants specifically if discussing individuals
 - Avoid gender pronouns in general, unless absolutely necessary
 - *Sexual orientation* has to do with a pattern of attraction, behavior, identity, and social contact and is different from *sexual preference*
 - Be sensitive to community preferences when labeling participants
 - *Racial and ethnic identity* can change over time and become dated; use commonly accepted designations such as census categories
 - *Disabilities* require the use of language that maintains the integrity of the individual (e.g., *confined to a wheelchair*)
 - *Age* should be included in the method section as part of the description of the participants, and the age ranges should be specific; *older adults* is preferable to *the elderly*
 - *Historical and interpretive inaccuracies* can create bias by the misrepresentation of ideas and the creation of misunderstanding even with the best of intentions; quotations should not be changed to satisfy modern sensibilities



The Mechanics of Style

Style refers to the guidelines and rules set by publishers to establish clear, concise writing across fields

Style manuals across fields will vary, but when there is a disagreement between the *Publication Manual* and another style guide, the *Publication Manual* is favored for APA publications

Abbreviations & Acronyms

- Avoid acronyms, except for long, familiar terms (NASA)
- Explain what an acronym means the first time it occurs
EX: American Psychological Association (APA)
- If an abbreviation is commonly used as a word, it does not require explanation (e.g., IQ, REM, ESP)
- The following Latin abbreviations should not be used outside parenthetical comments:
 - **cf.** [use *compare*]
 - **e.g.** [use *for example*]
 - **etc.** [use *and so forth*]
 - **i.e.** [use *that is*]
 - **viz.** [use *namely*]
 - **vs.** [use *versus*]
- Use periods when making an abbreviation within a reference (e.g., Vol. 1, p. 9, 2nd ed.)
 - Do not use periods within:
 - Degree titles (e.g., PhD)
 - Organization titles (e.g., APA)
 - Measurements (e.g., lb, ft, s), except inches (in.)
 - Use *s* for second, *m* for meter
- To form plurals of abbreviations, add *s* without an apostrophe (e.g., PhDs, IQs, vols., eds.)
 - Use standard abbreviations for measurements; do not add an *s* to make it plural (e.g., 100 meters is 100 m)
 - Page is abbreviated *p.*; when referring to several pages in a reference or citation, use the abbreviation *pp.* (with a period after it and a space after the period)
 - Do not use the abbreviation *pp.* for magazine or journal citations; just give the numbers themselves
 - Do use *pp.* for citations of encyclopedia entries, multipage newspaper articles, and chapters or articles in edited books
- Use two-letter postal codes for U.S. state names (e.g., GA)
- Abbreviations often used in APA journals
 - Many abbreviations not found in the dictionary are used when writing for APA journals; such abbreviations should be explained when first used
EX: Conditional stimulus (CS), reaction time (RT), short-term memory (STM)
 - Do not use *S*, *E*, or *O* for subject, experiment, and observer

Capitalization

- Capitalize words at the beginning of a sentence, major words in titles and headings, names and proper nouns, nouns that denote a specific place in a numbered series, groups or conditions in experiments, names of factors, variables and effects, and test titles
- Do not capitalize names of hypotheses, procedures, theories, models, laws, or generic test titles

Hyphenation

- Hyphenate compound words according to the *Merriam-Webster's Collegiate Dictionary* 11th edition, using the proper form of the word (i.e., noun, adjective, or verb)
 - Use a hyphen if compound adjectives (describing a noun) precede the term
EX: A *short-term negative impact* with acute effects on wildlife is generally unlikely, but evidence of abundance of cadmium in the environment indicates the potential for chronic problems.
 - If the compound adjective comes after the term or noun, do not use a hyphen
EX: The acute effects of cadmium on wildlife are chronic and are not *short term*.
 - If the meaning of a compound adjective is unclear without a hyphen, use a hyphen
EX: The *German-language students* showed more interest in learning about Swedish politics than other groups. In this context, the hyphen works to show readers that this is a group of students learning German.
EX: The *German language students* showed more interest in learning about Swedish politics than other groups. In this context, the lack of hyphen shows that this is a group of German students who are in a language class.
- Hyphenate temporary compounds, which are words that occur together, often in the context of the paper alone, but are not listed in the dictionary
EX: The critical organ involved in *cadmium-toxic* renal failure is the kidney.
- Use hyphens if a word would be confused for another word without the hyphen
EX: Re-sign has a different meaning than resign.
- Use hyphens with most prefixes, especially those that modify numbers, abbreviations, and proper nouns
EX: Post-Victorian, pre-1950, pre-NASA space travel
- All nouns and adjectives that begin with *self* should be hyphenated
EX: Self-employed, self-administered
- Retain hyphens in a list if the list contains two or more compound modifiers
EX: 6-, 7-, and 8-year-old subjects
- Do not hyphenate adverbs that end with *ly*, fractions that are written as nouns, chemical terms, foreign adjectives, and adverbs

Italics

- Use italics for titles of books, periodicals, films, videos, television shows, microfilm publications, volume numbers in a reference list, and words that could be misread
- Use italics to introduce technical or key terms
- Do not use italics for foreign phrases and abbreviations common in English, chemical terms, nonstatistical subscripts to statistical symbols or mathematical expressions, Greek letters, mere emphasis, letters used as abbreviations, and trigonometric terms

Numbers

- Use numerals for:
 - 10 and up
 - Graphical displays
 - Units of measurement
 - Mathematical or statistical functions
 - Exact scores, ages, dates, and times
- Use words for:
 - Numbers at the beginning of sentences
 - Common fractions
 - Usage that is universal
- Combinations of words and numerals may be used in situations to increase readability
EX: Eight 10-point scales were used.
- Use Arabic instead of Roman numerals unless Roman numerals are part of a known terminology
- Use metric units based on the International System of Units

Punctuation

- Provides direction and cadence within a sentence and is the essence of coherent writing (see also [English Grammar & Punctuation](#) QuickStudy guide)
- **Spacing after punctuation marks**
 - Insert one space after commas, colons, semicolons, periods that separate portions of a reference citation, and periods following the initials in personal names (e.g., H. G. Wells)
 - Do not place a space following internal periods in abbreviations (e.g., i.e., a.m.) or surrounding colons in ratios
 - Use one space at the end of sentences in the text of most papers; however, use two spaces at the ends of sentences if the paper is being submitted for peer review
- **Periods**
 - Use with reference abbreviations, identity-concealing labels for study participants, initials in names, Latin abbreviations, the United States when it is used as an adjective (e.g., U.S. Air Force)
 - Do not use with measurements, web addresses, acronyms, capital letter abbreviations, state names in the reference list or in vendor locations, or abbreviations for routes of administration
 - Use a period when abbreviating inch (in.) as it may be misinterpreted without it
- **Commas**
 - Separate two independent clauses joined by a conjunction
EX: Pictures hung on the wall, and paint was available for the walls and trim.

- Set off a nonessential or nonrestrictive clause
EX: The red convertible, which I hadn't started in years, still ran perfectly. (Remove the clause *which I hadn't started in years*, and the sentence still makes sense)
- Separate items in a series of three or more items
EX: By the time Benny finished the driver's test, he had hit three bicycles, two traffic cones, and a police car.
- Reference dates
 - Use a comma to set off the exact date
EX: My sister was born on November 27, 1997.
 - Do not use a comma when referring to the month and year only
EX: The big blizzard came in January 1955.
- Do not use a comma before an essential or restrictive clause (i.e., if you removed the clause, the meaning of the sentence would change)
EX: The bike at the corner belongs to James. (*At the corner* is essential.)
- Do not use a comma to separate parts of measurement
EX: Seven pounds four ounces or 5 minutes 12 seconds
- **Semicolons**
 - Are often used incorrectly in place of a comma or period
 - Should only be used two ways:
 - To separate independent clauses (sentences that can stand on their own but are joined together) not joined by a conjunction
EX: Of the six subjects, only two followed the instructions correctly; the rest skipped steps 1 and 2.
 - To separate elements in a series that already contains commas
EX: Four subjects were eliminated from the study: a 6-year-old girl, whose first language was not English; a 7-year-old boy, who could not be present for the initial testing procedure; a 7-year-old girl, whose parents decided not to continue with the study; and a 6-year-old boy, whose family moved out of town after the initial testing.
- **Colons**
 - Should be used two ways:
 - To signify a list is about to follow
EX: Participants were instructed to complete the following tasks: sort by color, sort by size, sort by alphabetical order, sort by shape, and sort by texture.
 - To add emphasis or amplify an idea
EX: The results were surprising: Only 2 of the 50 participants were able to answer over 40% of the questions correctly.
 - In both cases, the clause preceding the colon must be a complete sentence (independent clause)
 - If the second clause is also an independent clause, begin it with a capital letter
- **Dashes**
 - Used to indicate a necessary, abrupt interruption within a sentence
EX: Participants from separate groups—the control group and the variable group—followed the same pattern.
 - Should not be overused as this will weaken a paper's concision
- **Quotation marks**
 - Should be used once to introduce slang, invented, or coined terms and not used again after the phrase is introduced
EX: In service industry nomenclature, customers are known as "guests." Guests fall into many socioeconomic categories.
 - Surround an article or chapter title when mentioned in text
EX: Heller's (2014) article, "The Impacts of Union Labor on the Service Industry."
 - Quote material or verbatim instructions to participants
EX: Participants were asked to complete the survey by describing a "business idea that never came to fruition."
 - Double quotation marks should be used to enclose quotations while single quotation marks are used within double quotations to set off material that was originally quoted by the source material
EX: Stryker (1998) found that "participants that believed heteronormative behavior was 'normal' were more likely to choose the color blue" (p. 129).
 - Do not use quotation marks for in any quotation longer than 40 words; instead, use a block quotation
 - Periods and commas should be placed within quotation marks and other punctuation should only be placed within when it is part of the quoted material
- **Parentheses**
 - Should be used to introduce abbreviations
 - Group mathematical expressions, statistical values, degrees of freedom, and enclose numbers that identify displayed formulas or equations
 - Enclose citations
 - Separate independent elements from the sentence
EX: The participants had the same pattern of use (see Figure 1).
 - Do not use parentheses within parentheses
 - Do not use parentheses back to back
- **Brackets**
 - Should be used to enclose values that are the limits of a confidence interval
 - Used to insert material into a quotation
EX: "the behavior of [the participants and peer groups] was studied" (Turk, 2008, p. 35).
 - Enclose parenthetical material already in parentheses
NOTE: In mathematical research, brackets and parentheses are sometimes reversed and parentheses will appear within brackets; refer to the *Publication Manual* in these cases
 - Do not use brackets:
 - When material can be easily set off with commas
 - In statistics that already include parentheses
- **Slashes**
 - Clarify relationships in which hyphenated compounds are used
 - Separate numerators from denominators
 - Set off English phonemes
 - Cite republished works in text
EX: Tolkien (1938/2012)

Spelling

- APA style prefers spelling that complies with standard American English
- Any spelling of psychological terms and references should match the *APA Dictionary of Psychology* 2nd edition



Visuals & Results

Data displays can effectively help aid in communicating and exploring findings more easily than written data

Data Displays

- Should be carefully constructed and planned before being considered for use in the paper
- Consider if a data display is the most ideal form of communication
- Do not use too many data displays as this can confuse readers and detract from the main research purpose of the paper
- Edit data and graphical displays the same way as a paper: check for typos, grammatical issues, and mechanics; additionally, review layout and presentation to ensure that the data or figure has been properly displayed
- Effective and attractive data displays will not only add to the purpose of the paper, but will also provide aesthetic value to make the manuscript more visually appealing

Figures

- Must have informative value and should only be used if they are the best way to express information
- May be used within the paper or in supplementary materials, including appendices and online archives
- Must be cited appropriately in the text, and if the paper is published, written permission may be needed to reproduce the image
- Figure types include charts, maps, graphs, illustrations, photographs, and drawings
- Useful figures:
 - Are readable
 - Add to research rather than restating it
 - Are not distracting
 - Express only crucial facts
 - Include units of measurement and labels
- Size figures of equal importance to the same scale

Statistics

- Frequently used in quantitative analyses and should be clearly written and expressed so the reader can comprehend the data
- Should always include enough information to enable the reader to understand the analysis
- If descriptive statistics are used in a table or a figure, it is not necessary to repeat them in the text, although you should mention in the text where the information can be found

Tables

The proper use of tables can enhance the presentation of your research; here are some basic things to consider before using tables

- **Positive aspects**
 - Allow the writer to present a large amount of information in a small space
 - Help the reader comprehend and compare data when it is presented in a series of tables
 - Add visual appeal to the printed page
- **Negative aspects**
 - Overuse can confuse readers, and they may forget the intended message
 - Can be hard to read when presented as a series of small tables broken up by blocks of text
 - May lose their effectiveness if they are hard to understand
- **Helpful hints when using tables**
 - When citing tables in text, refer to them by their numbers
 - EX: As shown in Table 4, the average time is...
 - Always use the table as a supplement to the text; discuss the contents of the table and use clear references to engage the reader
 - Be consistent
 - Use similar formats, titles, headings, fonts, and terminology throughout the paper
 - Consider combining tables that repeat data; identical rows or columns of data should not appear in two or more tables
 - Combine tables in which data overlaps
- **Table titles** should be brief, clear, and related to the information
 - EX: *Bad title:* Relationship Between College Degree and Salary (the use of the data is unclear); *Better title:* Salary Differences Between Employees With and Without a College Degree (the purpose of the data is obvious)
- **Table bodies**
 - Leave a cell blank if it is not filled due to non-applicable data
 - Place a dash in cells in which data is insufficient or cannot be supported, using a table note to explain the dash
 - In extreme cases of insufficient data or cases that need more explanation, use a note instead of a dash
- **Table numbers**
 - Number tables with arabic numerals in the order the tables are first mentioned in the text
 - Do not use suffixes (e.g., Tables 7a, 7b, 7c); rather, use the next number in sequence (e.g., Table 7, Table 8, Table 9)
- **Table headings**
 - Headings provide a logical reference point for information
 - Headings identify specific columns of data beneath them
 - A good rule of thumb for headings: **brief is better**
 - EX: *Weak:* Employees With Degrees and Employees Without Degrees; *Better:* Degrees and No Degrees
- **Notes**
 - All notes should be situated below the table body
 - Notes are listed flush-left below the table, with each type of note starting on a new line; all subsequent notes of the same type are run into the line
 - Notes are ordered below the table by type of note as follows: general notes, specific notes, probability notes
 - **General notes** explain symbols, abbreviations, and dashes that impact the table as a whole; they may also provide information that relates to the table as a whole but is not appropriate for the text
 - To create a general note, italicize the word *Note* and follow it with a period
 - EX: *Note.* Cadmium counts with insufficient data are not marked on this table.
 - **Specific notes** refer to individual items within the table, particularly rows, columns, and cells
 - Use a superscript lowercase letter (e.g., a, b, c) to identify a specific note within the table and organize specific notes across the table left to right and top to bottom
 - Arrange special notes at the bottom of the table following general notes with no spaces
 - **Probability notes** discuss the use of symbols (e.g., asterisks) in the table to indicate *p* values
 - Use *p* < when using exact probabilities that make the graphic too difficult to comprehend
 - EX: **p* < .005
 - Each asterisk indicates the range of a *p* value and the number of asterisks assigned should not vary from table to table in the paper
 - EX: **p* < .005, ** *p* < .01, *** *p* < .05
 - Never use a value smaller than *p* < .001
 - List probability notes below specific notes

Example Table

Table 4
Salary Differences Between Employees With and Without a College Degree

Group ^a		Salary ^b
MEN	With degree	\$70,123
	Without degree	\$45,231
WOMEN	With degree	\$65,320
	Without degree	\$40,024

NOTE. Adapted from "A Qualitative and Quantitative Study on Salary Differences Between Employees With and Without a College Degree," by J. Smith, 2015, *Journal of Salary Difference Statistics*, 84, p. 120. Copyright 2015 by State University. Used with permission.

^aGender among groups was self-identified.

^bGross earnings entered and averaged.

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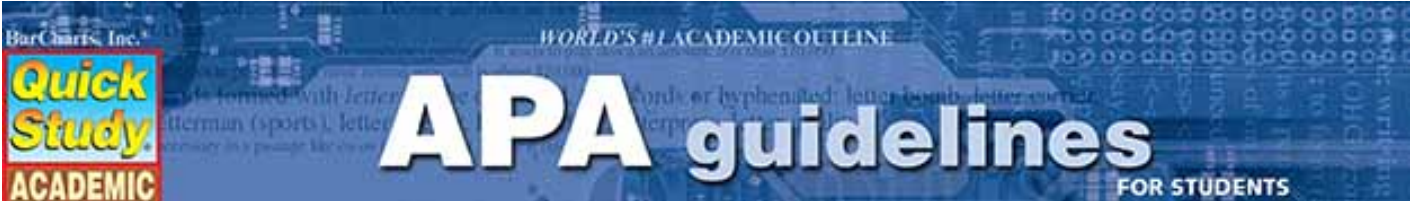
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Paper Format

Your paper should follow these formatting rules:

- Double-space all regular text
- Single-space tables and figures only
- Use one-inch margins on all sides
- Center the title and capitalize using APA title capitalization rules
- Center your name under the title above the institutional affiliation
- Use 12-point font size and a serif font type, such as Times New Roman
- Number all pages in the upper-right corner using arabic numerals (1, 2, 3, 4, etc.); place the number one inch down from the top, flush with the right margin
- A shortened version of the title (a.k.a., a running head) should appear in the upper-left corner of each page, flush left, on the same line as the page number, beginning on page one; refer to the running head as "Running head: TITLE" on page one and simply as the shortened title on all subsequent pages
EX: Motifs in the Works of J. R. R. Tolkien becomes Motifs of Tolkien, which would be written as "Running head: MOTIFS OF TOLKIEN" on the first page, then simply MOTIFS OF TOLKIEN on all subsequent pages
- If an author note is included in the paper, it immediately follows the title, name, and institutional affiliation, with the text beginning on the same page
- After the abstract, which begins on a new page, the paper introduction begins on the next page followed by the introduction paragraph
- All headings and subheadings following the introduction should comply with APA style recommendations for headings



Sample Paper Format

First Page		1
Running head: CADMIUM TOXICITY IN NEW ENGLAND CERVIDS		
	Bioindicators in Cervid Populations: Cadmium Toxicity Levels in New England White-Tailed Deer Herds	
	John J. Smith	
	State University	
	Author Note	
Following page		2
CADMIUM TOXICITY IN NEW ENGLAND CERVIDS		
	Abstract	
The abstract should summarize the paper or article, providing a comprehensive look at research findings, evaluations, or the study. Abstracts should not be indented and should consist of a single paragraph. Most abstracts range between 150 and 250 words. Abstracts should always be identified with the word <i>Abstract</i> and should get their own page.		
Subsequent Pages		3
CADMIUM TOXICITY IN NEW ENGLAND CERVIDS		
	Bioindicators in Cervid Populations: Cadmium Toxicity Levels in New England White-Tailed Deer Herds	
Introduction paragraphs detail the specific problem, its relevance and overall importance. Discuss the hypotheses, objectives and implications of the study. All subsequent headings (e.g., Method, Results, etc) should be properly labeled and formatted according to APA recommendations.		



Citing Sources in the Text

A critical aspect of presenting research is proper citation to avoid plagiarism and give credit to fellow researchers. APA style uses the author-date method of citation, using surnames and publication year when citing items in the text. Direct quotations must include page or paragraph number along with the author-date citation.

Avoiding Plagiarism

- Citations are needed when material is directly quoted, paraphrased, or referenced within a research paper.
- Facts that are not common knowledge must be credited.
- Researchers must cite their own previously published works if referencing them and cannot represent previously published items as new.
- Always reproduce direct quotations word for word, with the exact wording, punctuation, and spelling; include the page number in the citation.
 - When citing directly from a known page, use the abbreviation *p.* and the page number.

EX: (Gogol, 1993, p. 16)
 - When citing a quotation that spans two pages, use the abbreviation *pp.* and the page number.

EX: (Gintelli, 2004, pp. 11–12)
 - When citing a quotation from a source that does not include page numbers, such as an online source, and paragraph numbers are clear, use the abbreviation *para.*

EX: (Dover, 2013, para. 4)
 - If there is no visible paragraph number or page number, and the document includes headings, use the heading and paragraph number.

EX: (Anderson, 2009, "Nothing Before Something" section, para. 1)
- Use brackets if a substitution must be made within a direct quotation.
- Retain all citations within directly quoted material.
- Use ellipses with three points (...) to show any omissions within a direct quotation.
- Use ellipses with four points (...) to show omissions between two sentences.
- When paraphrasing, do not change the original author's intended meaning.
- Obtain permission to reprint or adapt lengthy quotes, figures, and tables.
 - Reprinting* indicates exact replication of a figure or table.
 - Adapting* indicates modifications to materials.

In-Text Citations

- One work by one author:** Author's last name without suffixes (publication year).

EX: Jackson (1998) reported that eight hours of sleep were more beneficial than six.

EX: The results of prior studies indicate that eight hours of sleep is more beneficial than six (Jackson, 1998).
- One work by two authors:** Authors' last names (publication year).

EX: Mabrey and Lien (2009) refer to...

EX: (Mabrey & Lien, 2009)
- One work by three to five authors:** Cite all authors' last names and publication year; after the first citation use the first author followed by *et al.* and the publication year; omit the year from subsequent citations if the citation appears multiple times in the same paragraph.

EX: Grant, Porch, Daniels, McCammon, and Worden (2006) first reported...

EX: (Grant, Porch, Daniels, McCammon, & Worden, 2006)

EX: Grant et al. (2006) realized...and later in the same paragraph, Grant et al. concluded...
- One work by six or more authors:** Cite only the surname of the first author followed by *et al.* and the year for the first and subsequent citations.

EX: Monteleone, Davis, Baker, Cantrell, Clegg, Tang, and McCammon (2004) cited as Monteleone et al. (2004)
- Corporations, associations, or groups as authors:** Cite the full name of the group as the author on the first use; shorten or abbreviate in subsequent uses only if the name is familiar or easily understood.

EX: The University of Colorado (2009) found that...

EX: According to a report from the Central Intelligence Agency (Central Intelligence Agency [CIA], 2005)...and later in the same paragraph, CIA (2005) concluded...
- Authors with the same surname:** Cite authors with the same surname by including the author's first initial in all citations; follow with the year.

EX: Reports by L. Kira (2003) and M. Kira (2005) show...
- Two or more works in the same citation:** Cite alphabetically as referenced in the reference list; separate with a semicolon.

EX: As shown in several studies, the variable cannot be known (Patrick, 2010; Reaney, 2012).
- Authors with multiple publications in the same year:** Cite each publication as alphabetized in the reference list with the year and a lowercase letter suffix, beginning with the letter *a*.

EX: Waters (2004a) expands upon the results from the article, "Buying Habits Among Older Adults" (Waters, 2004b).
- No author or anonymous authors:**
 - If there is no author listed, cite the initial words and the year.

EX: Women were more likely to purchase clothing online ("Shopping Behavior," 2010).
 - If the author is listed as anonymous, use the word *Anonymous* followed by the date.

EX: Union laborers outnumber non-union members in the airline industry (Anonymous, 2011).
- Classical works:** Cite the year of translation used for works in which the date of publication is not applicable, using the word *trans.* and the year, or the year of the version followed by the word *version*.

EX: *The Republic* (Plato, trans. 1994) explains...

EX: Plato's *Republic* (1994 version)...
- Personal communications:** Cite interviews, letters, memos, and any personal conversations in text only (not in the reference list) as they are not retrievable data; include the communicator's initials, surname, and the exact date.

EX: K.R. Miller (personal communication, March 20, 2011) explains...

EX: The use of union labor in sports leagues is beneficial to morale (K.R. Miller, personal communication, March 20, 2011).
- Sources with no date:** Cite sources with no date using the abbreviation *n.d.* following the surname.

EX: Kraus (n.d.) expresses...

EX: Research indicates that college graduation rates are higher among certain socioeconomic classes (Kraus, n.d.).
- Secondary sources**
 - Use secondary sources as little as possible.
 - List secondary sources in the reference list.
 - In the text, give the original work and a citation for the secondary source.

EX: Newton's notes (as cited in Mabrey, 2009, pp. 10–11)...



Reference List

A reference list allows readers to recognize and find the sources cited within the manuscript

Only retrievable sources may be listed in the reference list; personal communications and other nonrecoverable data should be cited in-text but left out of the references

- APA style calls for a reference list at the end of the paper, not a bibliography
- Begin the list on a new page and double space it
- Title the page *References* (centered at the top of the page; do not bold, italicize, or underline)
- Each entry should be flush left, and if subsequent lines are needed for an entry, they are always indented (a.k.a., a hanging indent)
- Alphabetize entries by author's surname
- When there are **two authors**, use this format: Author's surname, initials, & second author's surname, initials
- If there are **three or more authors**, separate author names with commas, and use an ampersand before the last author: Author's surname, initials, second author's surname, initials, & third author's surname, initials
- For **more than seven authors**, list the first six and then use an ellipsis, followed by the name of the last author (e.g., Jones, T. R.,...Choi, X.)
- Within reference entries with multiple authors, list authors in the order in which they appear on the source material, not in alphabetical order (e.g., King, S., Aphra B.)
- Use only Arabic numerals (e.g., Vol. 2, not Vol. II) unless Roman numerals make up part of a source's title
- Capitalize only proper nouns, the first word of the title, and the first word of the subtitle

Alphabetization

- For anonymous entries, alphabetize as though Anonymous were the surname
- When there is no author, place the work's title in the author position and use the first word to alphabetize appropriately
- Alphabetize corporate authors by the first significant word; do not use abbreviations in corporate names
- For different authors with the same surname, alphabetize by the first initial and include these initials when citing in the text
- For the same author with multiple publications, arrange publications on the reference list by year, starting with the earliest
- Single-author citations precede multiple-author citations of the same year
- Use prefixes in alphabetizing names if the prefix is commonly part of the surname (e.g., De Vries)
- Do not use von, III, or Sr. in alphabetizing names
- Treat Mc and Mac literally; thus, Mac comes before Mc
- Disregard apostrophes, spaces, and capitals when alphabetizing (e.g., D'Arcy comes after Dagwood; Decker comes after de Chardin)

Audiovisual Material

- **Podcast**
Meister, J. (Host). (2011, August 7). *The blues file* [Audio podcast]. Retrieved from http://www.npr.org/rss/podcast/podcast_detail.php?siteId=11789473
- **Music recording**
Carrington, T. L. (Performer). (2011). *Crayola. On The mosaic project* [CD]. Beverly Hills, CA: Concord Jazz.

Books

- For **printed books with one or more authors**, use this format: Author's last name, initials. (publication year). *Book title*. Place of Publication: Publisher.
NOTE: Capitalize the first word of the title and the subtitle, if there is one, as well as any proper nouns; italicize the title
 - **Print book**
Middlekauff, R. (2007). *The glorious cause: The American Revolution, 1763-1789* (Rev. exp. ed.). Oxford, UK: Oxford University Press.
 - **Chapter in an edited book**
Jacobs, S. M. (1996). African-American women missionaries confront the African way of life. In R. Terborg-Penn & A. B. Rushing (Eds.), *Women in Africa and the African diaspora* (pp. 89-100). Washington, DC: Howard University Press.

Data Sets & Software

- Do not italicize the names of software, programs, or computer languages
- Do italicize the title of a data set
- Name an individual as the author if he/she has proprietary rights; otherwise treat such references as unauthored works
- Identify version number (if any) in parentheses immediately after the title
- Identify the source of a computer program in brackets immediately after the title or version number; do not use a period between the title and bracketed material
 - **Data set**
Pew Hispanic Center. (2007). *National survey of Latinos* [Data file and documentation]. Retrieved from <http://pewhispanic.org/datasets>
 - **Software**
Minuit2 (Version 5.28.00) [Computer software]. Geneva, Switzerland: CERN.

E-Books

- Cite electronic books when the book cannot be found in print or can only be found in digital format
- Cite e-books with the same format as printed books, providing as much known information as possible and a link to the book preceded by the words *Retrieved from*
- If e-book is not available for free, switch *Retrieved from* to *Available from*
- If a DOI is available, include this at the end of citation
- When an e-book comes in multiple editions, include the type and edition in brackets after the title followed by the word *version*
 - **Electronic book with known date**
Ollendick, T. H. (2004). *Phobic and anxiety disorders in children and adolescents: A clinician's guide to effective psychosocial and pharmacological interventions* [Adobe Digital Editions version]. Retrieved from <http://www.powells.com>
 - **Electronic book with no date**
Winnifred, K. (n.d.) *A guide to anxiety disorders in children*. Available from <http://www.ebooksandguides.com>
 - **Kindle book**
Bracula, D. (2015) *Vampiristic tendencies in bat populations*. [Kindle version] Available from <http://www.amazon.com>

Internet Message Boards, Electronic Mailing Lists & Other Online Communities

- If the author's full name is available, list the last name followed by initials; if only a screen name is available, use the screen name
- Provide the exact date of the posting
- After the date, show the *thread* (subject line)
- Include the *Retrieved from* information followed by the URL where the message was posted
- Do not italicize names for online communities
- Provide the address for the archived version of the message
 - **Online forum post with known author**
Knut, T. (2014, March 14). New products released this week [Msg 14]. Message posted to <http://www.reddit.com/>
 - **Online forum post without known author**
Unidan (2013, July 22). Crows and jackdaws [Msg 13]. Message posted to <http://www.reddit.com/t/unidan>
 - **Blog post**
Russell, T. (2011, May 16). Re: The future of user interfaces: Data visualization [Web log post]. Retrieved from http://www.readwriteweb.com/archives/the_future_of_user_interfaces_data_visualization.php
 - **Video blog**
10 effective user interfaces [Video file]. Retrieved from <http://www.youtube.com/watch>

Periodicals

- Use the following components: Author's last name, initials. (year). Title of article. Title of Periodical, volume # (issue #, if any), page #(s). DOI (digital object identifier)
- Newspaper and magazine articles are formatted with the same author-date system, but also include month and day of publication if possible
- If a periodical is found online, the reference entry must include the URL with the words *Retrieved from* before the link
 - **Newspaper article**
Seelye, K. Q. (2015, January 21). Decree reflects rift in Boston over 2024 Olympics. *New York Times*. Retrieved from <http://www.nytimes.com/sports/olympics>
 - **Magazine article**
Castro, J. (2011, August 2). Do bees have feelings? *Scientific American*. Retrieved from <http://www.scientificamerican.com/article.cfm?id=do-bees-have-feelings>

Scholarly Journals

- Printed and digital scholarly journal articles require the same data in a reference entry, with digital articles still referencing appropriate pages within the journal
- APA recommends including Digital Object Identifiers (DOI) whenever possible to provide a stable link to digitally retrieved articles that will aid readers in finding the source even if the URL changes

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- DOIs act as links and, in the event of a broken link, allow researchers to find the source material in CrossRef ([http:// www.crossref.org](http://www.crossref.org)), a dedicated citation-linking network
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- For references from an online source with no DOI, include the homepage URL for the journal, magazine, etc., in this format: Retrieved from <http://www.xxxx.xxx>
 - **Print journal article**
van Rooij, E., Sutherland, L. B., Qi, X., Richardson, J. A., Hill, J., & Olson, E. N. (2007). Control of stress-dependent cardiac growth and gene expression by a microRNA. *Science*, 316 (5824), 575579.
 - **Journal article with DOI**
van Rooij, E., Sutherland, L. B., Qi, X., Richardson, J. A., Hill, J., & Olson, E. N. (2007). Control of stress-dependent cardiac growth and gene expression by a microRNA. *Science*, 316 (5824), 575579. doi:10.1126/science.1139089
 - **Journal article with no DOI**
van Rooij, E., Sutherland, L. B., Qi, X., Richardson, J. A., Hill, J., & Olson, E. N. (2007). Control of stress-dependent cardiac growth and gene expression by a microRNA. *Science*, 316 (5824), 575579. <http://www.stateu.edu/journal/url.html>



Sample Reference List

References

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- Baba, H., Tsuneyama, K., Yazaki, M., Nagata, K., Minamisaka, T., Tsuda, T.,...Imura, J. (2013). The liver in itai-itai disease (chronic cadmium poisoning): Pathological features and metallothionein expression. *Modern Pathology* 26, 1228-1234.
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Additional Information

Publication Information

Most peer-reviewed scholarly journals in the behavioral and social sciences expect researchers to adhere to APA standards in order to be published

The publication process works as follows:

- **Submission:** Researchers submit their articles and research to a peer-reviewed journal for consideration
- **Review:** The article is reviewed by a team of editors and reviewers for quality, contribution, and content; the review process usually takes between two and three months, but this varies depending on the publication
 - Editors have the ultimate authority to accept or reject a manuscript
 - Reviewers are scholars and peers that aid the editorial team in the process by providing input based on their expertise
- **Approval or rejection:**
 - Acceptance
 - Content is not usually altered in an accepted manuscript, except to make minor grammatical or formatting changes
 - All copyright and disclosure paperwork is the responsibility of the author
 - Manuscripts may be retracted if the author does not comply with requirements and paperwork
 - Conditional acceptance
 - Some publications will accept a manuscript under the condition that an author make recommended edits and changes
 - Conditional acceptances usually require fewer revisions than rejections with invitation to resubmit
 - Rejection with invitation to resubmit
 - A rejection with invitation to resubmit will often include editorial recommendations for substantial changes and possibly more research or additional experiments
 - This does not guarantee publication upon submitting again, as the editorial team still must accept the article
 - When resubmitting, it is recommended that authors provide a letter detailing the changes and compliances with editorial recommendations from the prior rejection
 - Rejection
 - Rejections occur for many reasons but often articles that have been rejected by a journal may not be resubmitted to the same journal
 - Authors may appeal rejections by writing directly to the editor
- **Editing and reviewing:** Once an article has been accepted for publication, the author will be asked to review proofs and make corrections in the months leading up to publication

NOTE TO STUDENT: This guide is intended to be an annotated outline/review of key rules within the APA guidelines and is intended *for informational purposes only*. Due to its condensed format, this guide cannot cover every aspect of the APA guidelines to which it refers. BarCharts, Inc., its writers, editors, and design staff are not responsible or liable for the use or misuse of the information contained in this guide.

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